

**EID Corrective Action Plan Form**

Warden: Roberta Lucero-Ortega, Warden  
Deputy Warden: Pete Perez

Area or Department: Food Service

**SECTION 1: GENERAL INFORMATION**

Facility: WNMCF

Date of Audit: 04/10/17

**SECTION 2: CORRECTIVE ACTION PLAN**

Item #/Code Number	Non-Compliant Areas/Topics Monitored	Person(s) Responsible for Corrective Action	Corrective Action	Target Completion Date	Extended Target Completion Date (Requires OA Bureau Chief Approval)	Completion Date
6-501.111	Mice Droppings present, only 2 traps available.	Bio Hazard Crew	Bio Hazard Crew was called out and cleaned the area and set more traps.			04/10/17
6-602.13	Blood and milk on the floor in walk in cooler #2, plastic and debris on floor in dishware washing room. Rice under cooler in special diets room.	Summit Staff	Summit Staff removed all items from the room and cleaned it. They have a schedule to thoroughly clean it every other day.			04/10/17
6-501.11	Double doors have a gap on the bottom.	Maintenance Ross Marquez and Duane DeHerrera	Replaced weather stripping on the front door to the kitchen.			04/10/17
6-501.11	Repair walk in cooler where mice chewed through the insulation.	Maintenance Ross Marquez and Duane DeHerrera	Replaced molding on the bottom freezer door. Sealed up all cracks on the bottom			04/10/17

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Exhibit K

[illegible]

### SECTION 3: REVIEW/APPROVAL PROCESS FOR DEVELOPED CAP

Required Approvals	Printed Name	Signature	Date
<b>FACILITY</b>			
Warden	Roberta Lucero-Ortega		
Deputy Warden	Pete Perez		

**NOTE: CAP's which remain open for a period exceeding 90 days will be forwarded to the Director or Adult Prisons.**

**DATE FORWARDED to the Director or Adult Prisons:** \_\_\_\_\_

## SECTION 4: CAP COMPLETION

Signatures below certify that all strategies/action steps have been completed.

Warden

Warden

**Deputy Warden**

4-12-17  
Date

Date \_\_\_\_\_

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STATE OF NEW MEXICO  
**CORRECTIONS DEPARTMENT**

Western New Mexico Correctional Facility: Post Office Drawer 250  
Grants, New Mexico 87020  
(505) 876-8300 - Main Number (505) 876-8200 - Fax  
[www.corrections.state.nm.us](http://www.corrections.state.nm.us)

**SUSANA MARTINEZ**, Governor  
**Central Administration:**  
**David Jablonski**  
Secretary of Corrections, 827-8884  
**Roberta Lucero-Ortega**  
Warden, 876-8201  
**Pete Perez**  
Deputy Warden, 876-8301



**Administrators:**

**Randy Dorman**, Unit Manager, 876-8302  
**Lia Archuleta**, Unit Manager, 876-8403  
**Jason Baca**, Unit Manager, 876-8205  
**Cody Dunning**, Unit Manager, 876-8498  
**Jody Cordova**, Business Manager, 876-8211  
**Leslie Padilla**, Human Resources Manager, 876-8212  
**AnnMarie Perez**, QA/ACA Manager, 876-8325  
**Chris Almanza**, Physical Plant Manager, 876-8253

*"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."*

**MEMORANDUM**

**To:** Pete Perez, Deputy Warden  
**From:** Ross Marquez, C/O Specialist  
**Date:** April 10, 2017  
**Re:** Inspection of Food Service

A handwritten signature in black ink that reads "Ross C. Marquez".

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**Both myself and Duane DeHerrera completed the following in the Main Kitchen on the above date:**

- Replaced weather stripping on the front door to the kitchen.
- Replaced molding on the bottom of the freezer door.
- Sealed up all cracks on the bottom of the cooler door as per Deputy Warden Pete Perez.

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